

FIRE ADMINISTRATIVE SERVICES OFFICER

DEFINITION:

To perform responsible administrative work in providing technical staff assistance in administrative functions.

DISTINGUISHING CHARACTERISTICS:

This is a management level position in the Fire Department.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Fire Chief. Responsibilities include direct and indirect support of the Fire Chief in administrative functions.

EXAMPLES OF DUTIES: Depending upon assignment, duties may include, but are not limited to the following:

1. Develop and administer mutual aid, automatic aid and contracts for services, identifying needs of the city in coordinating agreements.
2. Assist Fire Chief with budget needs assessment, cost analysis, development and implementation of cost control.
3. Coordinate capital projects, acting as liaison to various city and outside agencies or providers; assist with capital improvement project development, manage and oversee the specifications of each project, i.e., new fire station construction.
4. Attend as required various meetings on behalf of the Fire Chief as his or her representative.
5. Identify and recommend those fire protection planning programs which may enhance the delivery of services and develop cost analysis for such programs as needed.
6. Assist with revenue enhancement programs including researching possible additional sources of revenue.
7. Coordinate cost recovery efforts.
8. Write grant proposals.
9. Assist with public relations development and department imaging.
10. Perform surveys, studies, reports as directed.

Knowledge and Abilities:

A. Knowledge of principles and practices of organization, administration and municipal budgeting.

QUALIFICATIONS:

Knowledge and Abilities (continued):

- B. Knowledge of Federal, State, and local laws, codes and regulations pertaining to fire administration and contracts.
- C. Knowledge of labor relations, practices and procedures.
- D. Knowledge of public relations activities.
- E. Knowledge of fire protection planning issues.
- F. Knowledge of laws concerning governmental revenue sources.
- G. Ability to communicate clearly and concisely orally and in writing.
- H. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- I. Ability to maintain and develop good employee morale, motivation, discipline and employee relations within the department.
- J. Ability to perform negotiations of contract terms.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years experience at a level equivalent to that of Staff Captain in the Hayward Fire Department. Period of time spent in acting capacity in the rank of Staff Captain may also be applied towards meeting the minimum qualifications. However, such credit will be limited to periods of acting time as a Staff Fire Captain which are 30 consecutive calendar days or longer.

Education: Equivalent to completion of twelfth grade supplemented by college level courses in Fire Science, Public or Business Administration or related field such as Engineering, Fire Management or Fire Protection. A bachelors degree is desirable.

LICENSE OR CERTIFICATE: Possession of a valid class "C" California Drivers License.

PROBATIONARY PERIOD: 1 Year.

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January 1993

AAP Group: 11

FPPC Status: Designated

FLSA Status: Exempt